



Northampton Parks & Recreation Department

100A Bridge Rd., Florence, MA 01062
413-587-1040 recreation@northamptonma.gov

Pavilion Facility Rental Request Form

Day and Date of Event: _____ Hours: From _____ to _____

Group Name (if applicable) _____

Name of Person in Charge: _____ Type of Event: _____

Attach page if necessary

Number of people expected: _____

Address: _____
Street City/Town Zip Code

Telephone Number: (home) _____ (work) _____ (cell) _____

Email: _____

Maines Field check applicable

Pavilion

Resident Group \$95.00 _____

Non-Resident Group \$150.00 _____

❖ 8 Tables, fits 8 each

❖ Available 10:00am – dusk. Must be out of park by dark.

Softball Field (Available to access 9am – 10pm)

Resident: \$105 _____

Non-resident: \$135 _____

Lights: \$60 _____

DPW related costs if applicable _____

Total DPW Fee \$ _____

Volleyball Courts

Number of courts needed: _____

Hours to be used: from _____ to _____

Resident \$6/hour _____

\$25/day _____

Non-resident \$12/hr _____

\$50 day _____

Arcanum check applicable

Pavilion Resident \$60 _____

Non-resident: \$100 _____

❖ 5 Tables, fits 8 each

Amount Due

Maines Pavilion \$ _____

Volleyball \$ _____

Softball Field \$ _____

Arcanum Pavilion \$ _____

DPW related fee \$ _____

Total Due \$ _____

Checks payable to: Northampton Parks & Recreation Department (NPRD)

Charge my VISA ____ Mastercard ____ Discover ____ Card Number _____ Exp. Date _____

Cardholder's Name (print) _____ Signature _____

City of Northampton Parks & Recreation

Pavilion Rules and Regulations



COVID

All COVID regulations must be followed. These change frequently, please check with Parks & Rec staff for latest updates.

Alcoholic Beverages

By City Ordinance alcoholic beverages of any kind are strictly prohibited on any City park, playground or school yard.

Caterers

It is advisable for caterers to examine the pavilion facilities prior to your event. For all concerned it is best to answer any questions and solve any problems prior to your event. Catering vehicles may be parked next to the pavilion to unload or load food and equipment. All must have the proper City of Northampton health and other permits as required.

Vehicles

All vehicle parking must be in the blacktop or gravel parking areas (not on the grass) including catering vehicles.

Electricity

The Maines Field and Florence Rec Fields pavilion is equipped with electrical outlets. At Maines it is located in the upper corner nearest the softball field. The switch for the electricity will be turned on if requested. There is no electricity at Arcanum.

Grills

The Maines pavilion is equipped with two large (approximately 560 sq.in. each cooking surface) charcoal grills. You are responsible for all cooking supplies, including charcoal. There are no grills at other pavilions.

Rest Room Facilities

2022: Porta-potties are at each facility. There are no permanent bathroom facilities available this year.

Cancellation policy

60 days prior to your event – full refund

30 days or more prior to your event – half refund

Less than 30 days – half your payment is refunded if the pavilion is re-rented.

Clean-up

Take out what you take in. All litter should be picked up both under the pavilion and the surrounding area. The facility should be left as you found it.

Hours

All people must be out of Maines Field by dark (approx. 8:00 p.m.).

Other Options

The volleyball courts at Maines Field and softball field are also available to rent. Maines also has horseshoe pits, you must bring your own equipment.

Other

Larger or various types of events may require permits from other departments such as Health permits, Police permits, etc.

*After reading these regulations, if you have any questions, please call the Recreation Department,
413-587-1040 or email recreation@northamptonma.gov*

RECREATIONAL AND VOLUNTEERS ACTIVITIES RELEASE FORM



Any and all COVID regulations must be adhered to.

I, the undersigned _____, do hereby consent to my participation in voluntary or recreation programs of the City of Northampton, MA.

I also agree to forever release the City of Northampton and all their employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in any voluntary or recreation programs of the City of Northampton ("the Releasees") from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or property damage resulting from my participation in the City of Northampton voluntary activities or recreation programs.

I also promise, to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to myself or property damage resulting from participation in the City of Northampton voluntary activities or recreation programs.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my participation is voluntary and that I am free to choose not to participate in said programs.

By signing this Form, I affirm that I have decided to participate in the City of Northampton as a volunteer or in its recreation programs with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I may suffer in City of Northampton voluntary activities or recreation programs.

I have read the rules and regulations pertaining to the rental and agree to comply fully.

Participant Signature: _____

Please Print: _____

Date: _____

Date Submitted for approval: _____

*Thank you for your request, once approved
you will receive a confirmation letter.*

Office Use Only:

Approved by: _____

Amount Paid: \$ _____ CC ___ CH# ___ Cash ___

Date Paid _____

Confirmation sent _____

Key given _____

Key returned _____